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ADM-M70-0059  
11 May 1970

MEMORANDUM FOR: Career Management Officer, DD/S  
SUBJECT : Evaluation of Admin Officers

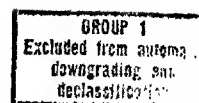
At the Support Operations Panel meeting 30 April, I mentioned my interest in possibly establishing some criteria for evaluation of Support Officers other than the Fitness Reports now used by our personnel who rank the Support Officers. The Office of Communications has for years used the Competitive Evaluation Guide. I have taken some of their guides for various panels and made some slight adjustments which might be a starting point should the group think this is the approach that might be considered. As can be seen, these guides can be used for various levels but I have arbitrarily assigned the grade levels. If you think it's worthwhile, I suggest you might want to send a set to each panel member and get his reaction.

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Chief, Administration Staff, OC

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